

Learn all the necessary essentials of Windows 10. This comprehensive course covers everything you need to know to successfully use all that this powerful operating system has to offer. Start by getting to know your computer and the Windows 10 interface. Use the Windows apps including Mail, Music, Calendar, Movies, Camera and TV, and along the way, understand the how to navigate your system. Work with some of the more popular desktop software programs as well as Microsoft's web browser called the Edge. Customize the Windows environment to work best for you. Use and understand security features to always be ahead of the game. Work with the settings and control panel along with the virtual desktops. Learn how to connect and configure devices including webcams and printers.

KNOW WINDOWS 10 AND YOUR PC

- Identify Components of a Computer
- Sign into Windows 10
- Navigate the Desktop and Explore Start Menu

USING WINDOWS APPS AND NAVIGATION FEATURES

- Multitask with Apps
- Search Your Computer
- View Notifications
- Windows Store Apps
- Windows 10 Navigation Summary

WORKING WITH DESKTOP APPLICATIONS

- Work with Desktop Windows
- Manage Files and Folders with File Explorer
- Create / Modify Files with Desktop Applications

USING MICROSOFT EDGE

- Navigate Microsoft Edge
- Use Microsoft Edge
- Manage Tabs and Edge Options

CUSTOMIZING THE WINDOWS 10 ENVIRONMENT

- Change Basic Windows Settings
- Customize the Lock Screen
- Customize the Desktop

USING WINDOWS 10 SECURITY FEATURES

- Configure Passwords
- Use Windows Defender
- Store and Share Files with OneDrive

WORKING WITH WINDOWS 10

- The Settings Window and The Control Panel
- Virtual Desktops (Multiple) and Manage Apps

WORKING WITH APPS IN WINDOWS 10

- Use Mail and Calendar
- Use Groove Music, Movies, Camera and TV

WORKING WITH DEVICES

- Connect Devices to Your PC
- Modify Device Settings
- Devices and Printers in the Control Panel

MANAGING NETWORKS

- Overview of Networks
- Share Files and Folders with a Homegroup
- Manage Networks

SECURING SYSTEM DATA

- File History and System Recovery
- Configure Security Settings

CONFIGURING SYSTEM SETTINGS

- View System Information
- Use the Task Manager
- Optimize Power Consumption
- Troubleshoot Problems

CONFIGURING USER ACCOUNTS

- Configure and Manage User Accounts
- Using the Control
- Configure User Accounts
- Using the Settings
- Use Family Safety Features